



Summer Parks & Recreation Internship

About the department

Rocky Hill Parks & Recreation is a municipal agency with twelve (12) full-time staff and additional part-time staff serving a population of 19,000. The department's responsibilities encompass recreational programming for all ages, as well as the management of 3 parks, which include an artificial soccer field, skate park, dog park and amphitheater. Rocky Hill is located in the center of the state just south of Hartford, Connecticut. For additional information about the department and our programs please visit our web site at: www.rockyhillct.gov/parkrec

Job summary

Excellent opportunity for a parks & recreation student or recent graduate that is interested in gaining hands-on experience in the field. Position will give successful candidate experience and exposure to special events, recreational programming, aquatics, senior center operations, park management, customer service and marketing/promotions.

Principal duties and responsibilities

Intern will assist recreation supervisor(s) with the preparation, promotion and supervision of summer programs/events including but not limited to:

- Help with planning and preparation of our fall festival
- Assist with Thursday Summer Concert Series
- Coordinate and supervise Movies in the Park on Friday evenings
- Plan and implement fall youth soccer program (30+ teams)
- Work with staff at our summer camp to learn the "ins and outs" of a camp environment
- Gain experience working with our Parks, Aquatics and Senior Division
- Help secure sponsorships for events and work with vendors
- Provide support with production of fall brochure and all marketing materials
- Assist office staff with registrations, customer service, etc. using RecTrac software

Work schedule/Pay rate

Monday-Friday, 8:30 a.m. - 4:30 p.m. with some nights and weekends. Pay is \$10 per hour. Must provide own housing.

Minimum qualifications

Applicant must be a minimum of 18 years of age with a valid driver's license. College student in junior or senior year majoring in Parks & Recreation or closely related field preferred. Must have a career goal to be in the field of Recreation. Excellent interpersonal and organizational skills needed.

Application process

All applicants must submit a completed Town of Rocky Hill Employment Application (found on our website), cover letter, resume and references to: Chris Rusack; Rocky Hill Parks & Recreation; 761 Old Main Street; Rocky Hill, CT 06067, or documents (in PDF format) can also be submitted by email to crusack@rockyhillct.gov. Candidates must be available to interview in person (no travel reimbursement available). Applications accepted until position is filled.